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VENDOR REMITTANCE ADVICE

INSTRUCTIONS FOR STATE EMPLOYEES

INTRODUCTION

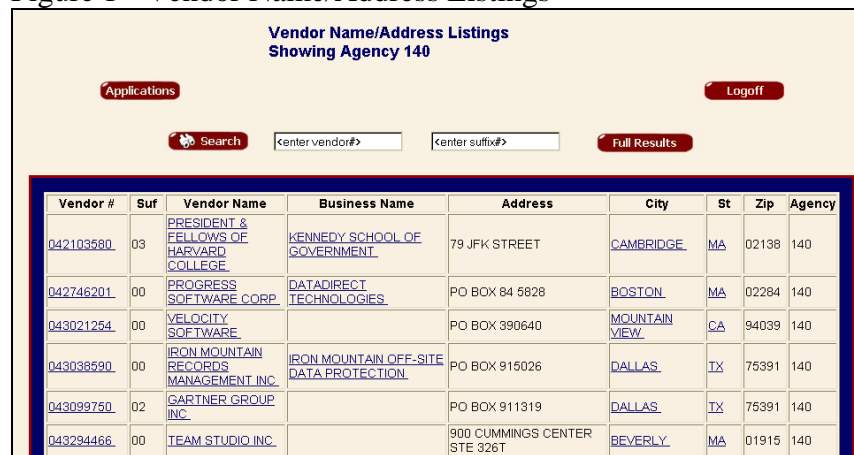
The State Employee Vendor Remittance web application allows State employees to find and view their remittance advices through the State Controller's Office (SCO) web site. The application will display a list of remittance advices for the agency that can be sorted by either warrant number or invoice number. The details of a remittance advice that can be viewed include the vendor name, address, transactions, and amounts.

NOTE: Vendor payments made *to* state employees are not viewable in this application. These payments are available on the STARS Vendor Payment file.

VENDOR REMITTANCE ADVICE

1. After logging on to the SCO Web site, click **Vendor Remittance**.
2. The **Vendor Name/Address Listings** page will open.

Figure 1 - Vendor Name/Address Listings



Vendor #	Suf	Vendor Name	Business Name	Address	City	St	Zip	Agency
042103580	03	PRESIDENT & FELLOWS OF HARVARD COLLEGE	KENNEDY SCHOOL OF GOVERNMENT	79 JFK STREET	CAMBRIDGE	MA	02138	140
042746201	00	PROGRESS SOFTWARE CORP.	DATADIRECT TECHNOLOGIES	PO BOX 84 5828	BOSTON	MA	02284	140
043021254	00	VELOCITY SOFTWARE		PO BOX 390640	MOUNTAIN VIEW	CA	94039	140
043038590	00	IRON MOUNTAIN RECORDS MANAGEMENT INC.	IRON MOUNTAIN OFF-SITE DATA PROTECTION	PO BOX 915026	DALLAS	TX	75391	140
043099750	02	GARTNER GROUP INC.		PO BOX 911319	DALLAS	TX	75391	140
043294466	00	TEAM STUDIO INC.		900 CUMMINGS CENTER STE 326T	BEVERLY	MA	01915	140

Any hyperlinked text will open additional pages with related detailed information. For example, click on a vendor number to open a page of detailed information about that vendor. Click on city name in the **Vendor/Name Address Listing** to display the **Summary View** for that city.

To search for a vendor, enter the vendor number (and if you know it, enter the vendor number suffix) in the search field and click **Search**.

OPENING THE SUMMARY VIEW

Click a vendor number in the **Vendor Name/Address Listings** to open the **Summary View** page.

Figure 2 - Summary View

Summary View For 043099750 02
Showing Agency 140
GARTNER GROUP INC
PO BOX 911319
DALLAS TX 75391-1319

Applications **Logoff**

Listing

Search **Full Results**

Warrant#	Invoice/Account#	Date Paid	Amount
120313340	062206	06/22/2006	33,000.00

Listing

There are several buttons and links on the **Summary View** page that can be selected to view more detailed information. These are described below.

- **Applications** - Click to return to the SCO applications Web page.
- **Listing** - Click to return to the **Vendor Name/Address Listings** page.
- **Logoff** - Click to log off the SCO applications Web site. Be sure to use **Logoff** rather than just closing your browser.
- **Search** - Use to locate a particular warrant number or invoice number. Type in a warrant or invoice number in the appropriate box and click **Search**. The search results will appear in another **Summary View** page.
 - Click on a specific warrant number or invoice number to view the transactions related to that specific warrant or invoice.
 - Click on **Warrant#** or **Invoice/Account#** column heading to sort the warrants or invoices in ascending or descending order.
 - Click **Full Results** after searching for a warrant or invoice to return to the **Summary View** page for the vendor.
- **Warrant #** - Click a warrant number to view the **Detail Warrant View**, which will show transactions related to that warrant or invoice (see below).
- **Invoice/Account#** - Click an invoice or account number to view the **Invoice Detail View** (see the example below).

THE DETAIL WARRANT VIEW AND INVOICE DETAIL VIEW

The **Detail Warrant View** has essentially the same options as the **Summary View**.

Figure 3 - Detail Warrant View

Detail Warrant View for 043099750 02
Showing Agency 140

GARTNER GROUP INC
PO BOX 911319
DALLAS TX 75391-1319

If you have questions concerning this payment please
contact STATE CONTROLLER at (208)332-8711 .

Applications Summary View Listing Logoff

Warrant Total: \$33,000.00

Warrant#	Invoice/Account#	Invoice Description	Date Paid	Amount
120313340	062206	7/06-6/07 GITL PREMIER	06/22/2006	33,000.00

Summary View Listing

- Click **Applications** to return to the SCO applications Web page.
- Click **Logoff** to logoff the SCO applications web site. Be sure to use **Logoff** rather than just closing your browser.
- Click **Summary View** to return to the summary view of warrants/invoices for the vendor.
- Click **Listing** to return to the **Vendor Name/Address Listings**.
- Click on the **Invoice/Account#** column heading to sort the invoices/accounts in ascending or descending order.
- Click on a specific invoice or account number to open the **Invoice Detail View** page. In **Invoice Detail View** page, click the Warrant number to return to the **Detail Warrant View**.

Figure 4 - Invoice Detail view

Invoice Detail View for 043099750 02
Showing Agency 140

GARTNER GROUP INC
PO BOX 911319
DALLAS TX 75391-1319

Applications Summary View Listing Logoff

Invoice/Account# Total: \$33,000.00

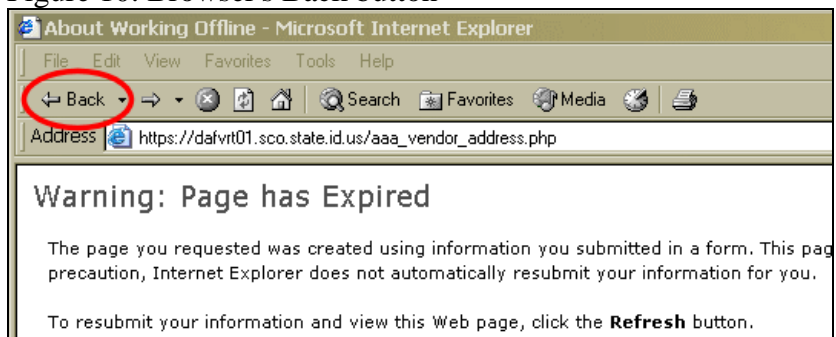
Warrant#	Invoice/Account#	Invoice Description	Date Paid	Amount
120313340	062206	7/06-6/07 GITL PREMIER	06/22/2006	33,000.00

Summary View Listing

WARNING MESSAGE WHEN USING THE BACK BUTTON OF THE BROWSER

Use the navigation buttons (such as the **Home** or **Previous** buttons) in the application to navigate to or to return to a page. If you click the **Back** button of your browser, you may see an error message that says, "Warning: Page has Expired."

Figure 10: Browser's Back button



1. Click the **Refresh** button as indicated in the message.
2. When you click the **Refresh** button, a dialogue box appears that reads, "The page cannot be refreshed with resending the information...."
3. Click **Retry** and the Vendor Remittance application should appear.